

APPROVED

March 2, 2004

Michigan State Administrative Board

Lansing, Michigan

February 17, 2004

A regular meeting of the State Administrative Board was held in the State Capitol, Senate Appropriations Room, 3rd Floor, on Tuesday, February 17, 2004, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Dennis Fox, Conservation Policy, representing John Cherry, Lt. Governor
Susan Leffler, Assistant Attorney General for Law, representing Mike Cox, Attorney General
Mary G. MacDowell, Director of the Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joe Pavona, Director of Administrative Services, representing Terri Lynn Land, Secretary of State
Carol Wolenberg, Deputy Superintendent for Administration, representing Thomas D. Watkins, Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Sergio Paneque, Executive Office; Wes VanMalsen, Department of Labor & Economic Growth; James Burris, Jim Konrad, Deb Roberts, Janet Rouse, TeAnn Smith, Department of Management and Budget; Randy Knapp, Pam Lavender, Darby Schlagheck, Department of Transportation

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Ms. Wolenberg moved the minutes of the State Administrative Board for the regular meeting of February 3, 2004 be approved as distributed. Ms. Leffler supported the motion, and it was unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

DEPARTMENT OF INFORMATION TECHNOLOGY, Office of Employee & Financial Services, 1/8/2004

DEPARTMENT OF NATURAL RESOURCES

Budget and Support Services, 1/8/2004

Financial Services, Division Chief, 1/8/2004

Financial Services, Fund and Revenue Accounting, 1/8/2004

Financial Services, General Accounting Operations, 1/7/2004

FAMILY INDEPENDENCE AGENCY, Bureau of Administrative Services, 10/6/2003

LEGISLATIVE COUNCIL

Legislative Facilities Agency, 1/26/2004

Legislative Facilities Agency, Capitol Tour Guide Service, 1/20/2004

Legislative Internet Technology Division, 12/1/2003

Mr. Pavona moved the State Administrative Board approve the Retention and Disposal Schedules. The motion was supported by Ms. Leffler and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:

(Please see the following pages)

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Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of February 10, 2004 and the special meeting of February 17, 2004. After review of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Reports covering the regular meeting held February 10, 2004 with the additional withdrawal of Item 23(1) of the regular agenda at the State Administrative Board meeting of February 17, 2004 and the special meeting of February 17, 2004 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

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Ms. MacDowell presented the Building Committee Report for the meeting of February 11, 2004. After review of the forgoing Building Committee Report, Ms. MacDowell moved that the Building Committee Report covering the meeting held February 11, 2004 be approved and adopted with the additional withdrawal of Item 1 of the supplemental agenda at the State Administrative Board meeting of February 17, 2004. The motion was supported by Ms. Wolenberg and unanimously approved.

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Mr. Pavona presented the Transportation and Natural Resources Committee Report for the meeting of February 11, 2004. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the meeting held February 11, 2004, with the additional withdrawal of Item 13 of the regular agenda at the State Administrative Board meeting of February 17, 2004 be approved and adopted. The motion was supported by Ms. Leffler and unanimously approved.

8. MOTIONS AND RESOLUTIONS:

None

9. ADJOURNMENT:

Mr. Pavona moved to adjourn the meeting. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON